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The following Sub Committees were elected at the meeting of those who are doing some preliminary work for the establishment of a SOCIAL CLUB in Canberra, at the meeting held on 18th July, 1954:

1. NEGOTIATION SUB-COMMITTEE:

(a) His Excellency Mr. G.E.L.Alderton Chairman

Members

Mr. R.G. Bailey,
Dr. Rowland Wilson or Mr. J. Nimmo,
Mr. P.N Champion

(b) TASK:

To carry out negotiations with the Vice-Chancellor of the Australian National University in regard to leasing of "CANBERRA HOUSE" as a Club House. To discuss:

(i) Annual rent;
(ii) Period of Lease;
(iii) Mutual obligations in regard to maintenance;
(iv) If we could carry out any structural alterations to the building or add any temporary structures;
(v) If we can put up any premises - temporary or permanent structures. If so, would they be bought over from us on termination of our lease; and
(vi) such other matters of importance concerning the leasing of the house.

2. TECHNICAL SUB-COMMITTEE:

(a) Mr. K.H. Oliphant CHAIRMAN

Members

Mr. M.J. Moir
Mr. E.H. Cox
Mr. W.A. McLaren (Secretary, Dept. of Interior)

TASK:

(a) To examine the present capacity of the "Canberra House" as a suitable building for our Club;

(b) To consider what permanent and/or temporary constructions have to be carried out; and

(c) What structural alterations to the existing building will be necessary;

(d) To prepare approximate estimates of costs for carrying out all the work.

In regard to accommodation required for Club purposes, the items specified in Appendix 'A' will be borne in mind.

When preparing budget estimates, it will be produced in two parts:

PART I: Estimates for immediate works to be carried out-provision of furniture, curtains etc.

PART II: Long-term construction and provision of

furniture etc., for the complete fitting up of the Club.

2. Both Sub-Committees will frequently meet to discuss matters of mutual interest and will submit a report to the Chairman on Sunday,8th August, at 11.00 a.m.

3. To carry out all the preliminary Secretarial work, it was unanimously decided to invite Mr. G.H. ROMANS to officiate as Honorary Secretary, until a proper Committee has been elected later. Mr. Romans who attended the meeting later was invited to do so and he accepted it.

APPENDIX "A"

When preparing estimates for the Club House in Canberra, the following fasters will be borne in mind:

(1) Provision for holding indoor receptions for a gathering of 200 to 300;

(2) Men's Room;

(3) Ladies' Room;

(4) Billiard Room;

(5) Card Room;

(6) Library;

(7) Bar - Bar counter and a small lounge attached;

(8) A Cloak Room; — for men & women

(9) Dining Room to seat at least 100;

(10) Ball Room;

(11) Additional toilet and bath-rooms for men and women separately with adequate changing room facilities;

(12) Reception Room;

(13) Office;

(14) Small Strangers' Room;

(15) Store Room

(16) Wine Cellar

(17) Kitchen;

(18) Pantry;

(19) Living Quarters for (a) 4 single, (b) 2 double rooms;

(20) Servants' Quarters

(21) One Squash Court;

(22) Two Tennis Courts;

(23) Garage for at least six cars;

(24) Car Park - suitable fencing and gate

(25) Water storage fasilities;

(26) Sewage fasilities;

(27) Adequate number of telephone boxes;

(28) Swimming Pool;

(29) If possible, a glazed Verandah to sit out.